

2008 Abstract Submission Guidelines

Thank you for your interest in submitting your presentation / panel abstract proposal. The Information Management Conference (IMC) Committee will begin accepting your submissions in November 2007

The IMC Committee is soliciting presentation / panel abstracts for the 2008 Information Management Conference (IMC). When submitting your presentation / panel abstract, please be sure to incorporate the conference theme.

"Modernizing the DOE Legacy with IT Enterprise Solutions"

The conference theme focuses on providing meaningful information, interaction to improve Information Technology (IT) management, maximize the contribution and value of IT for the agency. The conference addresses issues regarding acquisitions, implementation, operation, and maintenance of IT in support of the mission, goals, and objectives of DOE and its program offices. **We solicit presentation / panel abstracts from DOE Federal employees and contractors.**

IMPORTANT DATES:

- **November 2007 – December 7, 2007** – Presentation / panel abstracts submission begin via the conference website. All presentation / panel abstracts are due by 11:59 pm EST on December 7, 2007. **Late submissions will NOT be accepted.**
- **December 21, 2007** – Speakers / panelist notified via the conference website.
- **February 7 - 29, 2008** – Submit final presentations and speaker biographies via the conference website. Information not submitted by the deadline will forfeit your opportunity to speak and an alternate will be chosen in your place.
- **March 17 - 20, 2008** – **2008 Information Management Conference – Atlanta, Georgia**

BREAK-OUT SESSIONS:

The conference will offer selected speakers and panelist with three break-out session rooms per day for presentations on Tuesday, Wednesday, and Thursday afternoons. We have identified topics that are important to **"Modernizing the DOE Legacy with IT Enterprise Solutions."**

Please feel free to use the list provided below or propose additional topics that reflect the conference theme.

- Project Management / Program Management
- Earned Value Management (EVM)
- Capital Planning and Investment Control (CPIC)
- Records Management
- Quality Management
- Risk Management
- Configuration Management
- Homeland Security Presidential Directive (HSPD-12)
- High Performance Computing
- Public Key Infrastructure (PKI)
- Consolidated Business Infrastructure
- Enterprise Architecture (EA)
- Spectrum Management
- Cyber Security
- E-Government

- E-Authentication
- Enterprise Resource Planning (ERP)
- Use of Enterprise License Agreements (ELA)
- Migration Strategies of Legacy Systems to E-Government Best Practices
- Geospatial Information System (GIS)
- Knowledge Management
- Disaster Recovery/Continuity of Operations Plan (COOP)
- Digitizing Legacy Records

VENDORS:

The IMC Committee will NOT accept vendor presentations. Vendors may request information for opportunities to present corporate sales presentations during the conference by contacting Linda Roberson of Technology Forums - phone (703) 740-1940 or e-mail LRoberson@technologyforums.com

SUBMITTAL GUIDELINES:

All materials must be submitted electronically using the submission form on the conference website - available November 2007.

The guidelines are provided to achieve consistency in the length and appearance of the materials to be included in the official printed and online conference materials.

The conference will not provide paper copies of presentations to attendees. The Omni Hotel at CNN Center offers a business center if you would like to provide photocopies of your presentation. There is a fee for this service.

The IMC Committee reserves the right to make minor corrections for spelling and typographical errors, to add header and footer information to aid in identifying each submission, and to insert formatting. The brief summaries, presentation / panel abstracts and speaker biographies may be edited to accommodate length requirements or to improve readability. Technical papers and presentations will not be edited except to correct obvious spelling or typographical errors.

Please do not send portable document format (PDF) files.

ALL MATERIALS MUST BE SUITABLE FOR PRESENTATION AND PUBLICATION IN AN UNCLASSIFIED ENVIRONMENT.

ABSTRACTS AND BRIEF SUMMARIES:

The IMC Committee uses the abstracts to determine which presentations / panels to accept or decline. The brief summary should be written to attract the attention and generate interest of your intended conference audience. The brief summary will be published on the conference website for the attendees to read and chose which break-out sessions they wish to attend.

The following information is required before submitting:

- Title of presentation / panel
- Intended audience
- Skill level of presentation / panel (Introduction, Intermediate, or Advance)

- Brief summary – 2 -5 sentences
- Abstract – no more than 500 words describing the presentation / panel discussions
- Author(s) and Panelist (Panel abstracts will need to include additional panel members)

The committee reserves the right to assess your presentation / panel abstract and will schedule your presentation or panel accordingly.

BIOGRAPHY:

Biographic information should highlight significant experiences and affiliations of each presenter or panelist. The information provided will be published online for the attendees to review. Biographies may be used to introduce each presenter or panelist.

The following information is required before submitting:

- 130 words or less in paragraph format for each author
- Your name, title, company, location, education, current activities, relevant former positions, honors, and professional society or association affiliations.

TECHNICAL PAPERS:

A technical paper is optional but encouraged, particularly for complex topics. All papers received by February 29, 2008 will be included on the conference website.

- Title of presentation (centered at top)
- Author(s) and company or organization name (centered under title)
- Maximum of 10 pages
- Include any acknowledgments (particularly the copyright holder if you are not that person).

FINAL PRESENTATION:

Upon receiving an acceptance e-mail, you will be provided with information regarding submitting your final presentations.

Marketing and sales-oriented presentations for the conference break-out sessions are prohibited and will be rejected by the IMC Committee.

An Important Notice Concerning Copyright

All information submitted is subject to publication on the conference website. The individual who submits the information is presumed to be the author. Submission of information that has not been previously published (in whole or in part) indicates the author's agreement that the IMC Committee has the right to publish the submitted information. The author(s) retains the right to submit the information a technical/trade journal for subsequent publication.

If the information has been published previously (in whole or in part), it is important that formal approval is obtained in writing from the copyright holder for publication in the official conference information and on the website. It is the author's responsibility to ensure this process has taken place. An appropriate acknowledgment from the copyright holder is required with the information.

Thank you, the IMC Committee looks forward to your submission.